



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF EDUCATOR QUALITY – EDUCATOR PREPARATION

**SECONDARY PRINCIPAL, GRADES 7-12**

EDUCATOR PREPARATION PROGRAM NAME <b>WILLIAM WOODS UNIVERSITY</b>	EDUCATOR PREPARATION PROGRAM CODE <b>511106</b>
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**INSTRUCTIONS**

Please complete Educator Preparation Program (EPP) Name & EPP Code above.

**Certification Requirements**

- Course Number – List the course number(s) for the course(s) or groups of competencies that align with the specific section of the requirements. It is possible to have more than one course or group listed.
- Course Title – List the course title(s) for the course(s) or groups of competencies that align with the specific section of the requirements. It is possible to have more than one course or group listed.
- Semester Hours – List the number of semester hours for each specific section. It is possible to use decimals (to the nearest tenth) to indicate partial use of a course to meet a requirement. The total number of semester hours must meet or exceed the minimum required number of semester hours.

Email the completed cover sheet, curriculum matrix, and advising/program information to [DESE.MoSPETransition@dese.mo.gov](mailto:DESE.MoSPETransition@dese.mo.gov) on or before the date established in the Transition Plan.

QUESTIONS: Contact Educator Preparation, 573-751-1668 or [DESE.MoSPETransition@dese.mo.gov](mailto:DESE.MoSPETransition@dese.mo.gov)

**A. Professional Requirements (Minimum of 24 semester hours)**

1. Specific Courses: All must be separate graduate courses of at least 2 semester hours.

	Course Number	Course Title	Semester Hours
a. Foundations of Educational Administration (Including components of Career and Special Education)	EDU 525 or EDU 600 or EDU 569	Foundations of Educational Administration/Issues in District Administration Visionary Leadership	3/3
b. Secondary Administration	EDU 536 or EDU 552 or EDU 572	Secondary Administration/Secondary Administration (online) Managerial Leadership	3/3
c. Secondary Curriculum	EDU 546 or EDU 554 or EDU 573	Secondary Curriculum/Secondary Curriculum (Online) Instructional Leadership	3/3
d. School Supervision	EDU 570 or EDU 640	School Supervision/Human Resources Administration	3/3
e. School Law	EDU 585 or EDU 680	School Law/Advanced School Law	3/3

2. Knowledge and/or competency in each of the following areas:

	Course Number	Course Title	Semester Hours
a. Vision, Mission, and Goals			
i. Developing and Articulating a Vision	EDU 500 & EDU 525 or EDU 569 or EDU 600	Current Issues & Foundations of Education Visionary Leadership Administration/Issues in District Administration	.5, .5/1
ii. Implementing and Stewarding a Vision	EDU 500 & EDU 525 or EDU 569 or EDU 600	Current Issues & Foundations of Education Visionary Leadership Administration/Issues in District Administration	.5, .5/1
b. Teaching and Learning			
i. Promoting a Positive School Culture	EDU 570 or EDU 640 & EDU 546/554 or EDU 573	School Supervision or Human Resources Administration/Secondary Curriculum/Secondary Curriculum (Online) Instructional Leadership	.25/.25 .5/.5
ii. Providing an Effective Instructional Program	EDU 570 or EDU 640 & EDU 546/554 or EDU 573	School Supervision or Human Resources Administration/Secondary Curriculum/Secondary Curriculum (Online) Instructional Leadership	.25/.25 .5/.5
iii. Designing Comprehensive Professional Growth Plans	EDU 570 or EDU 640	School Supervision or Human Resources Administration	.5/.5

iv. Data and Assessment	EDU 590 or EDU 610 & EDU 546/554 or EDU 573	Appraisal of Student Learning/Utilizing Statistical Procedures & Secondary Curriculum/Secondary Curriculum (online) Instructional Leadership	25/.25 .25/.25
<b>c. Management of Organizational Systems</b>			
i. Managing the Organizational Structure	EDU 536 or 552 or EDU 572	Secondary Administration/Secondary Administration (online) Managerial Leadership	1/1
ii. Leading Personnel	EDU 570 or EDU 640	School Supervision/Human Resources Administration	1/1
iii. Managing Resources	EDU 536 or 552 or EDU 572	Secondary Administration/Secondary Administration (online) Managerial Leadership	.5/.5
iv. Processes of Effective Evaluation of Educators	EDU 570 or EDU 640	School Supervision/Human Resources Administration	1/1
<b>d. Collaboration with Families and Stakeholders</b>			
i. Collaborating with Families and Other Community Members	EDU 536 or 552 or EDU 572	Secondary Administration/Secondary Administration (online) Managerial Leadership	.5/.5
ii. Responding to Community Interests and Needs	EDU 536 or 552 or EDU 572	Secondary Administration/Secondary Administration (online) Managerial Leadership	.5/.5
iii. Mobilizing Community Resources	EDU 536 or 552 or EDU 572	Secondary Administration/Secondary Administration (online) Managerial Leadership	.5/.5
<b>e. Ethics and Integrity</b>			
i. Personal and Professional Responsibilities	EDU 500, EDU 525 or EDU 569 or EDU 600 & EDU 536/552 or EDU 572	Current Issues, Foundations of Educational Administration or Visionary Leadership or Issues in District Administration & Secondary Administration/Secondary Administration (online) Managerial Leadership	.5, .5/1, .5/.5
<b>f. Professional Development</b>			
i. Increase Knowledge and Skills Based on Best Practices	EDU 510 or EDU 520/EDU 568 or EDU 673 & EDU 536/552 or EDU 572	Advanced Learning Theories or Research Design/Action Research or Educational Reform and Urban Issues & Secondary Administration/Secondary Administration (online) Managerial Leadership	.5/.5, .5/.5
<b>Professional Requirements - Total Semester Hours</b>			<b>27</b>
<b>B. Field and Clinical Experiences (3 semester hours with a minimum of 300 clock hours)</b>			
	<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
1. Early Field Experience – Initial Internship in Secondary School Administration	EDU 557 or EDU 599 or EDU 597	Field Experience I/Field Experience I (independent Study) or Field Experience	3/3
2. Culminating Clinical Experience – Final Internship in Secondary School Administration	EDU 557 or EDU 599 or EDU 597	Field Experience I/Field Experience I (independent Study) or Field Experience	3/3
<b>Field and Clinical Experiences - Total Semester Hours</b>			<b>3</b>

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966 email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).